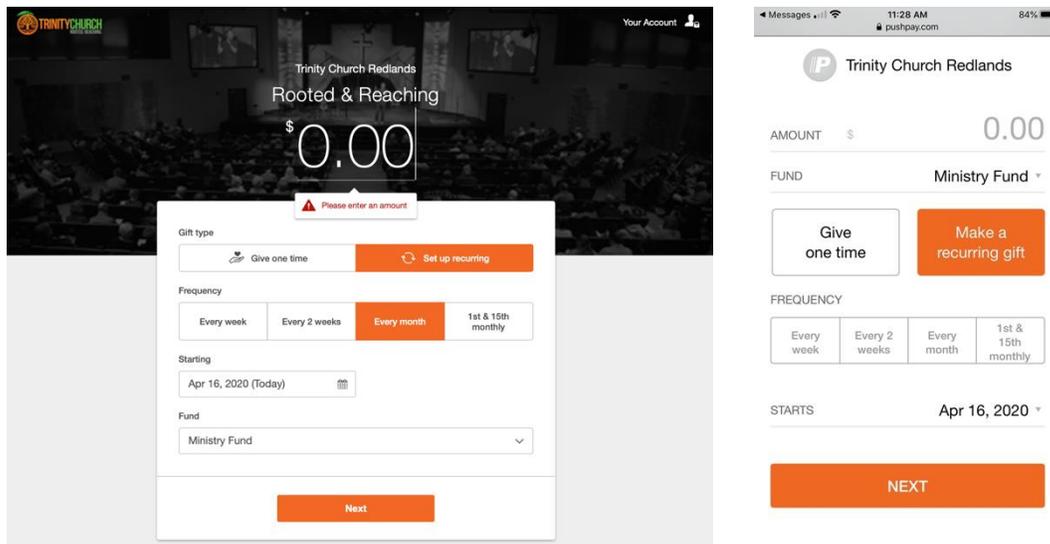


Switching recurring giving from EasyTithe to Pushpay

If you have any questions or need help in this process, email Scott Clayton at sclayton@trinityonline.org

Part One: Setting up a new recurring gift using Pushpay

1. Visit <https://pushpay.com/pay/trinityredlandsonline/recurring> and set up your automatic gift using Pushpay. If you're on your smart phone, text the number 77977 with the message "TRINITYREDLANDS" and click the link. It should look like one of these two screens:



2. The recurring gift option should already be selected and you can simply set up your automatic gift. After you set up your recurring gift, you will be prompted to complete the setup of your new account!

Part Two: Cancel scheduled gifts in EasyTithe

1. To cancel your existing EasyTithe recurring donation, click [here](#) or go to app.easytithe.com/app/giving/trinityredlands on your web or mobile browser.
2. On this page, click "SIGN IN"



- Next you will see the option to log in using your mobile number or an email with password. If you need the method that isn't showing up, click "SWITCH SIGN IN METHOD" at the bottom. If you forgot your password, click "Forgot Password?" to reset your password.

The screenshot shows a login interface with two columns. The left column has a text input field labeled "Enter mobile number" containing "555-555-5555", a "TEXT SECURE PIN" button, and a "SWITCH SIGN IN METHOD" link at the bottom. The right column has an "EMAIL ADDRESS" input field, a "PASSWORD" input field with a "Forgot Password?" link, and a "SIGN IN" button.

- Once you're logged in, click "SCHEDULED" to see your recurring donation information.



- To cancel your schedule giving, click the trash can with the "x" in the lower right corner.

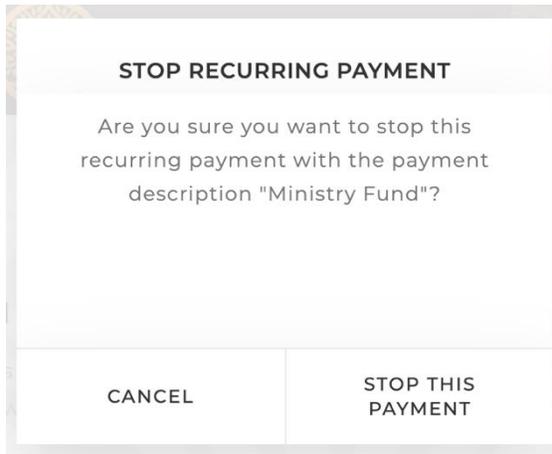
The screenshot shows a section titled "Scheduled giving and payments". Below the title is a note: "If any recurring payment was selected on a form submission where a convenience fee was accepted or required, a convenience fee will apply in addition to each scheduled amount." Below this is a table with one row of payment information:

\$100.00	Monthly to Ministry Fund American Express x1009	^
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Below the table, there are three rows of details:

- Status: Active (with an edit icon)
- Starts: 05/01/2020
- Next payment: 05/01/2020 (with a trash can icon)

6. Finally, click “STOP THIS PAYMENT” to confirm cancellation. That’s it!



The image shows a confirmation dialog box with a white background and a light gray border. At the top, the title "STOP RECURRING PAYMENT" is centered in bold black text. Below the title, the question "Are you sure you want to stop this recurring payment with the payment description 'Ministry Fund'?" is centered in a standard black font. At the bottom of the dialog, there are two buttons: "CANCEL" on the left and "STOP THIS PAYMENT" on the right, both in black text.

If you’d like us to cancel your EasyTithe recurring giving for you, just send an email to sclayton@trinityonline.org. But don’t forget to set up your new one with Pushpay first!